



CONFIDENTIALITY POLICY

RELATED POLICIES

Assessment Policy, Attendance Policy, Financial Policy
Orientation and Enrolment Policy, Records Management Policy

RATIONALE

This policy ensures students and staff, follow guidelines and work ethic of APAN. The confidentiality of APAN clientele and personnel is important and is treated with respect.

POLICY

At APAN everyone is entitled to confidentiality.

It is the responsibility of trainers, administration and Senior Management to ensure information pertaining to a person's contact details, study status and assessment outcomes are kept secure.

All staff and students are required to comply with Confidentiality Guidelines set out in APAN's guidelines.

DATA RELEASE

Trainer may discuss personal results for the purpose of moderation.

All students are aware of this fact through orientation and enrolments procedures and policies.

All trainers will abide by the guidelines of Confidentiality when discussing such matters.

MEDIA RELEASE

It is acknowledged that material taken such as photographs, video film of footage and choreography may be used as promotional material if consent is given. A Media Release form is given when accepting an Offer of Placement at APAN.

Please see Marketing procedures and policies.

Please see Audition and Orientation Procedures and Policies.

GUIDELINES FOR CONFIDENTIALITY

- Sensitive documents are stored out of sight in an area inaccessible to the general public
- Discussions of personal information about students do not occur unnecessarily
- Names and other Personal details of people are not revealed in conferences, workshops and meetings
- Information concerning any person is not accessed other than in the direct course of training, assessment or employment
- Any information concerning students and staff is treated with the strictest confidence
- No information about students is released over the phone. This means that staff **cannot** take messages for students to confirm that students are attending classes or are even enrolled.



There are circumstances a student's assessment and training information be accessed (either through hard copy or electronic)

- In the direct provision of training and assessment
- With a media release form signed by student
- In the case of either an internal or external audit
- Releasing progress information to parent or guardian when student is under 18 years of age
- When a confidentiality Release form (C.R.F) has been signed

Please Note: It is APAN's prerogative to discuss student's results and behaviour with the student first and foremost; even when the student is under 18 years of age. We encourage communication from student to parent and will only communicate with parents of the course in necessity, or regarding financial matters, should the parent/guardian be responsible for payment. This is a course designed to train students to the performing arts industry where students are required to think and act for themselves, representing themselves in the performing arts world.

Examples of a Breach of Confidentiality

A breach of confidentiality is often a careless rather than a deliberate act. It is important you remain alert to all of the ways in which personal information may not be secure, for example:

- Accessing information irrelevant to your duties
- Discussing relevant information in an inappropriate area
- Carrying/delivering information inappropriately

TERMINOLOGY

CONFIDENTIALITY

All relevant client and staff information is stored with appropriate discretion and secrecy applicable in training.

RELATED DOCUMENTS

- Media Release Forms

